

Agencies must report second quarter data for all existing quarterly key measures, other quarterly measures, and productivity measures by **Friday, January 30, 2009**. This will be your first entry for productivity measures. (Reporting on productivity measures is for the second quarter only.) Please make sure to describe any anomalies in the data in the explanatory notes or any problems with data collection. Explanatory notes should clearly articulate the anomaly to the citizen viewer, please avoid the use of jargon and acronyms.

Data should be keyed directly into Virginia Performs (www.vaperforms.virginia.gov) for all measures including productivity measures. As with all submissions, please ensure your data is accurate, consistent, and reader friendly.

To assist with the entry of quarterly measures, we have provided date ranges in the “Q1, Q2, Q3, and Q4” boxes. Agencies should fill in the measure according to the date range provided. This should alleviate confusion with regard to fiscal and calendar year reporting of measures. Also, please review your graphs to ensure the proper graphing features are activated (stacking or no stacking).

Please contact your DPB analyst for further assistance or visit the DPB website (www.dpb.virginia.gov) for guidelines and tips on strategic planning and measure data reporting.